

CARL SANDBURG HOME NATIONAL HISTORIC SITE

PUBLIC USE COUNTING AND REPORTING INSTRUCTIONS

Following are detailed instructions for collecting and reporting data to be entered on Form 10-157, Revised, Monthly Public Use Report by Carl Sandburg Home National Historic Site. These instructions are effective the date of issuance and will continue in effect unless changed by amendment or by memorandum from the Socio-Economic Studies Division to the superintendent approving a requested change.

Each item below describes the procedures to be followed in collecting public use data and summarizing the various elements of those data for entry on the corresponding line on the 10-157, Monthly Public Use Report.

Recreation Visits

1. The number of visitors taking a tour of Carl Sandburg Home.
2. The number of visitors entering the home but not taking the tour.
3. Visitors to the grounds only are estimated by multiplying the number of visitors taking the tour of Carl Sandburg Home by twenty percent.

Recreation Visitor Hours

1. The number of visitors taking the tour is multiplied by one hour thirty minutes (1.5 hours).
2. The number of visitors not taking the tour and ground only visitors are multiplied by forty-five minutes (0.75).

Special Use Data

- Line a. The number of visitors taking the tour
Line b. The number of visitors entering the home not taking the tour
Line c. The number of visitors to the grounds only

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